

15 FAM 930 POST ADMINISTRATION AND RESPONSIBILITIES

*(CT:OBO-4; 12-21-2005)
(Office of Origin: OBO)*

15 FAM 931 PRINCIPAL OFFICER AND DEPUTY PRINCIPAL OFFICER

*(CT:OBO-4; 12-21-2005)
(Uniform State/USAID/Commerce/Agriculture)*

- a. The principal officer has overall responsibility for the safety and health of post employees. The deputy principal officer is the designated post safety and occupational health administrator (the “administrator”) and is responsible for ensuring that post safety and health and environmental programs are funded, implemented, and functional in accordance with Department policies. The administrator must ensure that post implements a safety, health and environmental management (SHEM) program.
- b. The administrator appoints a post occupational safety and health officer (POSHO) to carry out day-to-day safety, occupational health, and environmental program management and implementation. This person will be a Foreign Service officer or specialist, usually from the administrative area. The administrator ensures that the POSHO attends (or has attended) the POSHO Seminar (or equivalent training) sponsored by OBO’s SHEM Division within one year of being assigned safety and health duties.
- c. The administrator promotes and supports the SHEM program and ensures that the annual budget contains adequate funding for the program, including POSHO training and identified hazard abatements.
- d. The administrator ensures that safety and occupational health is a critical job element of the POSHO, supervisors, and other individuals having responsibilities in this area.

15 FAM 932 POST OCCUPATIONAL SAFETY AND HEALTH OFFICER (POSHO)

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(Uniform State/USAID/Commerce/Agriculture)

The post occupational safety and health officer (POSHO) manages the post safety, health, and environmental management (SHEM) program, which must meet the requirements of 15 FAM 960 and other related Department requirements. The POSHO develops the post administrative procedures and budget necessary to meet SHEM program requirements, goals, and objectives. The POSHO collaborates with various post organizations, including human resources (HR) and the health unit, to insure effective implementation of safety and health requirements.

15 FAM 933 POST OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT (SHEM) STANDING COMMITTEE

15 FAM 933.1 Purpose

(CT:OBO-4; 12-21-2005)

(Uniform State/USAID/Commerce/Agriculture)

The post administrator should establish a standing committee to assist in coordinating the SHEM program. The committee facilitates a team approach in dealing with safety, occupational health, and environmental issues; helps to establish program goals and objectives; and facilitates communications.

15 FAM 933.2 Organization and Membership

(CT:OBO-4; 12-21-2005)

(Uniform State/USAID/Commerce/Agriculture)

- a. Each post having more than 25 employees (including Foreign Service nationals (FSNs) and personal services contractors) should establish a post safety, health and environmental management standing committee. The committee should meet at least semiannually. The post occupational safety and health officer (POSHO) will maintain meeting minutes and distribute copies to each member.
- b. Committee members are:

- (1) The deputy chief of mission, who serves as chairman;
 - (2) The POSHO, who serves as executive director;
 - (3) A management officer;
 - (4) A human resources officer;
 - (5) The regional medical officer or Foreign Service nurse practitioner;
and
 - (6) The regional security officer.
- c. Consideration should be given to including other members such as a representative of the employees from the labor organization holding exclusive recognition at the particular location or other Agency representatives.
- d. A unit safety and health committee may be organized in those instances where a unit safety officer has been designated, consistent with the applicable provisions of any collective bargaining agreement covering Agency employees.

15 FAM 933.3 Objectives and Functions

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(Uniform State/USAID/Commerce/Agriculture)

The committee:

- (1) Assists the administrator in planning and executing Department policies and requirements abroad related to loss control, including safety, occupational health, and the environment, and reviews and updates the plan annually;
- (2) Integrates safety, occupational health and environmental management into the post's management system, including the delegation of activities and functions as appropriate;
- (3) Monitors progress in meeting goals and objectives; and
- (4) Reviews annual mishap statistics and uses data to establish or modify program goals and objectives.

15 FAM 934 SUPERVISORS

(CT:OBO-4; 12-21-2005)

(Uniform State/USAID/Commerce/Agriculture)

Supervisors will, to the extent of their authority, furnish employees a place of employment free from recognized hazards that can cause death or serious harm. They must comply with safety and occupational standards and ensure

that timely action is taken to correct unsafe or unhealthful working conditions or practices. Supervisors are responsible for ensuring that:

- (1) Employees are provided the correct tools and equipment to conduct the job safely;
- (2) Employees are instructed properly in the use of these items;
- (3) Applicable safety and health procedures are observed in the workplace; and
- (4) Mishaps are reported promptly to the post occupational safety and health officer (POSHO). The human resources office (HR) is advised when workers compensation claims are required and the health unit is notified when injury/illness is involved.

15 FAM 935 CONTRACTORS, GRANTEES, AND OTHER ENTITIES

(CT:OBO-4; 12-21-2005)

(Uniform State/USAID/Commerce/Agriculture)

- a. Contractors involved in OBO-sponsored construction activities will abide by standards in the U.S. Army Corps of Engineers Safety and Health Requirements Manual (see 15 FAM 955). Contracting officers and administrators must clearly define requirements. Other entities conducting projects or programs abroad that are funded or supported by the Department of State must provide their employees with safe and healthful conditions of employment in accordance with standards specified in this directive.
- b. In all cases, contractor operations and activities, whether sponsored by the post or another Department of State organization, should be closely coordinated with the post occupational safety and health officer (POSHO) during both planning and implementation phases to ensure that required safety and health standards are included during planning and implemented as part of the project.

15 FAM 936 THROUGH 939 UNASSIGNED